

CONFIDENTIAL

24 MAR 1965

MEMORANDUM FOR THE RECORD

SUBJECT: Physical Fitness Room--NPIC

1. The following is a summary of my recollection of conversations between representatives of NPIC and myself regarding their proposal for a physical fitness room in [REDACTED]

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2. On 23 June the Assistant of Administration, NPIC, sent a memorandum to the Director of Personnel asking for information about establishing a recreational facility in that building. On 10 July, I discussed this request with the Deputy Director of Personnel. We agreed that we would ask NPIC to re-submit another memorandum citing the fact that a physical fitness room had been approved for Headquarters and ask approval for a similar set-up in their building. On 21 July, I reported to [REDACTED] our recommendation. On 23 July 25X1A he wrote another memorandum which did not follow our recommendation in detail but did so in general terms.

3. Based on the comments on the routing sheet of the 23 July memorandum, I reported to NPIC representatives that there was general agreement that such a facility was appropriate but it was believed that it would be also appropriate if action were delayed until the room in Headquarters was opened and some experience gained. It was agreed that this was practical and I was asked to keep him informed of the progress of the construction of the room in this building. Late in September, after the Headquarters room was opened, I was invited to NPIC to visit the proposed installation and discuss the types of equipment that would be practical for installation in that room. Although I did not make any written recommendations, I did verbally tell them what I considered for them to be practical for the room that they were talking about and made a list which included one rowing machine, one bicycle, one four-section stall bar, one chest weight, two chin bars, two mats, one striking drum, and 20 lockers, which I estimated would cost about \$1500. I also told them that we had been asked to make a

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written report as of the 30th of November, 1964, about the operations of the Headquarters room and were to make recommendations regarding future operations. Early in December I reported to them that we had submitted our recommendations and were recommending the continued operation of the Physical Fitness Room here, and I would let them know when we had a reaction from the seventh floor

4. The Executive Officer, DD/S, told me by phone early in January that the proposal from the Director of Personnel had been approved by both Colonel White and Mr. Kirkpatrick; we did not receive the signed approval until 14 or 15 January 1965. My point in mentioning the above is that some time between 5 January and 15 January 1965, a representative from NPIC telephoned me to find out the status of the Director of Personnel's proposal, and I told him that we understood that it had been approved but we had not received our copy. I was asked at that time what we were doing about "their paper". I told them that the Executive Officer of the Agency had a very definite interest in the physical fitness program and that he himself had approved the Headquarters room and suggested that they consider preparing a formal presentation to him to be concurred in by the Deputy Director for Support, the Director of Medical Services, and the Director of Personnel. I stressed an earlier conversation that I had with the Chief, Clinical Division, OMS, that there was a need for a full-time attendant at NPIC. The reason for my emphasis at that particular time was that NPIC was planning to have volunteers to manage the room at []

5. I had had no further conversation with NPIC personnel until I was asked by the Director of Personnel to be available to assist NPIC personnel in preparing a written proposal and to offer any other advice and assistance they might require in regard to their proposal for a physical fitness room. I had made an appointment for 1 February to go to NPIC and discuss with them preparations for their written proposal including equipment, but, because of my illness, cancelled the appointment. After the 15th of February, there were at least two telephone conversations with NPIC representatives about us getting together, but no specific date was set. There was a discussion about their proposal when Mr. [] and I visited NPIC 15 March to discuss the EAA membership campaign and the subject of NPIC's physical fitness room came up again. On 18 March, I received a phone call from [] stating that he would like to see me on the 19th and that he understood that I was authorized to release any papers that we had regarding the proposed use of the Headquarters Physical Fitness Room. At 8:30 a.m., 19 March, I escorted Mr. [] through the Headquarters' Physical Fitness Room and loaned to him memoranda from the Director of

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Personnel to the Deputy Director for Support dated 26 June and 24 December 1964; also a pictorial chart of the equipment that has been installed in the Headquarters' room. All three of these documents are to be returned to us.



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Deputy Chief, Benefits and Services Division

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